

# First Baptist Church Bremen

## Weekday Preschool Handbook



# PHILOSOPHY

The philosophy of First Baptist Church Preschool is centered on the teachings of our Lord. We use the Abeka curriculum to offer a balance of Biblical education as well as readiness skills for academic success and everyday life situations.

All students will be taught age-appropriate phonics, math, science, and social studies skills. Social skills will be taught each day through classroom routines and play. Bible time will be taught daily and will include Bible stories, songs about the Bible, and verse memorization.

Each day, your child will experience activities designed to strengthen his fine and gross motor skills. Creativity will be emphasized through crafts and play. Music and movement will be a part of our daily curriculum. We believe children learn best through play and our daily routine centers around structured and unstructured play.

Our preschool strives to prepare your child's heart for Jesus as well as preparing his mind for academic success.

We appreciate you sharing your child with us at First Baptist Church Bremen!

# **First Baptist Church Weekday Preschool**

This handbook is planned to make the transition into preschool easy and informative. It is designed to explain the preschool program and act as a guide throughout the year.

## **CHURCH RELATIONSHIP**

The preschool is under the full sponsorship and control of the First Baptist Church. Financially, however, we operate from tuition and donations.

The Preschool Committee governs our preschool and is composed of five members plus the chairman. It is the job of this committee to provide guidance and support for the preschool.

## **AIM OF THE WEEKDAY PRESCHOOL**

The preschool will strive to obtain high academic standards. We want to prepare your child academically for school as we teach your child about Jesus and His love for us.

## **OBJECTIVE**

The overall objective of a church weekday preschool is to provide a rich program of worthwhile experiences in a Christian environment, thus preparing the child for skills that are basic to success in later years.

## **NON-DISCRIMINATION AND ADA COMPLIANCE**

FBC Bremen Weekday Preschool does not discriminate based on race, color, creed, gender, religion, national origin, or any other prohibited by applicable law in the enrollment of students, hiring of staff, or in the administration of our program or policies.

- Admission is based on the availability of space in the class that is applicable to their age and developmental level.
- We accept students with physical and/or mental handicaps only if an appropriate student/teacher ratio can be withheld and if the staff is able to properly be trained to care for the child.

## AGE REQUIREMENTS

Each student must be of an appropriate age by September 1st of the school year. We adhere to the age guidelines as the Bremen City School System. (example: a child registered for the two-year program must be two by September 1<sup>st</sup>).

## REGISTRATION

The registration fee for all classes is \$110.00. The supply fee is \$50. **The registration and supply fee are not refundable.** The student is not considered registered until the fee is paid and the application is brought to the church.

Registration opens in February for current students and church members. A student must return the application form and pay the registration fee before being fully registered. We do not hold places for any students. We register based on the order applications and registration fees are received

Tuition is not included in the registration fee. The registration fees purchase the student Abeka curriculum.

A separate supply fee is charged to purchase the supplies to accompany the curriculum. The supply fee is due on **July 1<sup>st</sup>**.

If the supply fee is not paid in a timely manner, the student will be removed from the preschool program. The registration fee will not be refunded. Several reminders will be made before a student is removed.

If special circumstance prevents payment, please contact the preschool and they will be happy to work with you to keep your child enrolled in our program.

## ADMISSION REQUIREMENTS

- Students must be the age of the class by September 1st to be eligible for the class.
- The parent must provide a completed application with accurate and current contact information, and a shot record or waiver. Shot records must be current and kept up to date.
- The registration fee must be paid when the application is turned in.
- The supply fee must be paid on July 1st.
- Students in our 3 and 4 program must be potty trained. This includes wiping after a bowel movement.
- The parent must agree to pay the monthly tuition by the 1st of each month.

## **TUITION**

- Tuition is due by the 1st of the month. Tuition is paid via the Brightwheel app.
- If tuition is not paid by the 5th of the month, a \$10.00 late fee will be charged.
- Consideration for special arrangements can be made by the preschool director; however, non-payment is considered unfair to the other students and the people on the waiting list.
- A parent will be contacted if tuition is late, and a late fee will be assessed.
- If tuition is not paid by the 5th of the month, the student will not be allowed to attend preschool until the tuition and late fee is paid.
- On the 10th of the month and non payment, the child will be removed from the preschool.
- All fees must be paid before the last day of school.
- Students or siblings may not register for the next school year if they owe money from previous years or if their account is not current.
- Students in the 4 year program will not be allowed to graduate if all fees are not paid by the graduation date.

Information regarding tuition payment will be given to parents at orientation on payment options.

## **WITHDRAWAL**

- It is understood that a child who is admitted to the preschool is to be enrolled for the entire school year.
- Parents are required to give a 30-day advanced notice to the preschool if it is necessary to withdraw the child from the program (Aug-April). Tuition will be charged during the 30-day notice.
- We do not allow withdrawals during May. Full tuition is required in May.

## **SCHOOL YEAR**

As much as possible, holidays and closing dates of the preschool will be the same as the Bremen City School System. A school calendar can be found at [fbcbremen.org](http://fbcbremen.org) and on the weekday preschool page.

- Our preschool will operate M-F from 8:20-11:40.
- All students must be picked up by 11:40.
- Early morning drop off begins at 7:45. (\$3 cash per day and per student fee)
- We meet the months Aug-May.
- Our preschool will be canceled if weather conditions are unfavorable for safe travel conditions.
- Please check the preschool Facebook page (Weekday preschool-FBC Bremen) or your Remind messages for preschool closing information.

- If Bremen City Schools are closed, our preschool will also be closed.
- If Bremen City Schools delay their start time, FBC Preschool will also.
- If Bremen City Schools delays until 10:00 am, we will not have preschool on this day.

## **SCHOOL HOURS**

All classes will meet from 8:20-11:40. Pick up will end at 11:40. Early morning drop off starts at 7:45 (\$3 cash per day and per student fee)

## **LATE ARRIVAL TO PRESCHOOL**

We operate our pickup line until 8:30. If cars are still in line, we will unload until the line is completed. At 8:30, we begin our school day.

Anyone dropping off after 8:30 will need to walk their child into the church office. We cannot open the back door after 8:30 to accept late students. Directors will walk children who are late to class.

**New for 2025**—a late drop off fee after three late drop offs per month. This fee will be placed on Brightwheel.

It is disruptive to classes when a student comes in late.

- You will not be charged for the first three late drop offs per month.
- After the 3rd late drop off, a \$5 fee will be charged for each additional late drop off.
- This will reset each month.
- We will not count medical visits as a late drop off.

If a family chooses to continue to drop off late, they may be removed from the preschool.

## **DISMISSAL AND PICK UP**

Students will begin the dismissal process at 11:25. All students must go through our car line. For safety reasons, we ask that parents do not park and pick up their child.

When picking up from the top parking lot, we ask you to make a right turn when leaving the lot. Turning left causes traffic to back up and creates an unsafe environment for everyone.

Safety of our students is of the utmost importance. Teachers are not allowed to conference at drop off or pick up time. Their responsibility is to ensure all students go home safely. Always feel free to call and schedule a conference before or after school.

## **PICK-UP TIME (AFTER SCHOOL HOURS)**

Pick-up time begins at 11:25 am.

- If your child is not picked up by 11:40am, it will be recorded as a late pick up.
- After 3 late pickups, a \$5 fee per late will be assessed.
- For each offense thereafter, a \$15 fee will be assessed.

**Please be on time to pick up your child.** If a parent is continually late, the matter will be taken to the preschool committee and the child may be removed from our preschool.

## **DAYCARE/BABYSITTER PICK UP**

We are happy to release your child to the daycare or babysitter you have listed on Brightwheel.

- You must list this agency/babysitter for us to do so.
- Once your child is with the daycare/babysitter and under the supervision of the daycare/babysitter, they are responsible for your child.
- The legal liability of supervision is on the daycare/babysitter at the time of sign out.
- Any changes of pick up or drop off with a daycare/babysitter must be communicated to the preschool in writing by note or text. We cannot make supervision changes over the phone.

## **ATTENDANCE**

Regular attendance is beneficial to your child. If your child is absent for more than one day, please contact your child's teacher. If your child has a communicable disease, please contact the preschool office.

## **HEALTH**

Cooperation of parents is needed to help prevent the spread of communicable diseases. Parents should watch their child for colds and symptoms such as sore throat, nausea or vomiting, runny nose, diarrhea, skin rashes, inflamed eyes, earache, coughing, flushed face or fever.

### **Please see the following guidelines for illnesses**

- A child with a contagious illness may not attend preschool. He must be fever free/symptom free for 24 hours without taking medicine. A doctor's note may be required for the child to return depending on the illness.
- If your child is too sick to play outside or participate in activities, we ask him to abstain from school.

**Illnesses include:**

- Diarrhea
- Severe coughing
- Difficulty breathing or rapid breathing
- Yellow skin or eyes
- Red, runny eyes with discharge
- A fever of 100.4 or above
- Rash
- Sore throat
- Infected places on the skin
- Severe itching of body or head
- Unusual behavior or less active behavior
- Vomiting
- Loss of appetite
- Copious nasal discharge with color
- Any contagious disease

If a child develops any of these symptoms at school, the parent will be notified to pick their child up immediately. We ask for the child to be picked up within 30 minutes of calling.

**COMMUNICABLE DISEASES**

If we suspect a case of a notifiable communicable disease, we will report it to the Haralson County health department and follow their guidelines on how to handle the illness and the students who were exposed.

**IMMUNIZATIONS**

Georgia law requires preschool students to have specific immunizations or provide a waiver that exempts them from vaccinations. We are required to keep updated immunization records on file.

- Each student has 30 days from the beginning of school or from the expiration of the shot record to bring in the necessary forms to school.
- Please contact your private physician or local health department for certificate of immunization.
- Legally, we cannot continue enrollment for a student who has not provided an immunization record after 30 days.

If you choose not to vaccinate, you must provide a waiver. Georgia law allows two types of exemptions to vaccinations (medical or religious). We can give you a waiver at orientation.

## **FOOD ALLERGIES**

- We must be made aware in writing of all food allergies.
- We will do all we can to accommodate allergies.
- If your child has an allergy, a parent must complete a medical action plan and tell us in detail what to do to keep your child safe and if there is to be a reaction, we will need to know how to handle it. A copy of this form can be obtained from the director.
- If your child needs an epi pen, we will need to keep the epi pen in the classroom, and a medicine form will need to be completed. A copy of this form can be obtained from the director.

## **FIRST AID**

We strive to provide a safe environment for your child. Our teachers have been trained in CPR and first aid.

## **LICE**

Lice can be a problem in preschool settings.

- If a student has lice, he will be removed from the classroom. A parent will be called, and the student will be sent home.
- If a case of lice occurs, the room will be treated after preschool hours.
- All students in the class will be checked for lice if a case is found.
- A student with lice must be treated at home and checked by the director before coming back to preschool.
- Proof of treatment must be provided, and the student must have all live nits removed before returning to class.
- If a child returns to preschool more than three times with lice, the student will be referred to the preschool committee for further action.

## **CLOTHING & PERSONAL BELONGINGS**

All personal belongings and clothing such as hats, sweaters, gloves, coats should be clearly marked with the child's name.

Outer wear should be large enough for the child to put on without assistance. Coats will be stored in your child's book bag. **Please choose a book bag that is large enough to store your child's winter coat.** Names should be written inside of the bookbag please.

## **RESTROOM HABITS**

- 3 and 4 year old children must be potty trained to participate in the preschool program. This includes wiping after a bowel movement.
- 2 year old children are not required to be potty trained. We will work with the child in potty training if the child is showing interest.
- If a child in the two year program is not potty-trained, proper supplies should accompany the child, (diapers and wipes). Two year olds are asked to leave a change of clothing at preschool.
- If your child has soiled clothes and does not have a change of clothing, we will contact the parent, and the parent will be required to pick up the child. If we cannot adequately clean up your child, the parent will be contacted to pick up the child.
- After the first month of school, if your child is still having accidents, the parent has the option of paying tuition to hold his child's place and keeping his child home until the child is potty trained.
- If this is not a satisfactory option to the parent, the parent can come to the preschool to change his child when accidents occur.

## **PARENT-TEACHER CONFERENCES**

Parent teacher conferences are encouraged. We consider these of vital importance to the child, parent, and the teacher.

- The teacher will be glad to talk with you at an appointed time arranged between parents and teachers.
- Teachers will not discuss any problems the child may have in the presence of the child.
- Please call the preschool department to schedule a conference at any point in the school year. We are not allowed to conference during pick up or drop off.

## **DISCIPLINE**

One of the most important objectives to learn at preschool is how to get along with other people. School rules are developed to protect the rights of all students. These rules should be followed by students.

- Learning to have control of one's behavior is a very positive learning experience for students. It adds tremendously to their feelings of self-worth.
- We believe that developing a sense of caring about the preschool, the community, and each other is very important.
- We provide opportunities for students to learn about getting along with others.

Students are expected to:

- Respect all preschool personnel
- Respect their fellow students
- Be attentive to the instruction planned by the staff so that all may be successful.
- Not to use profane, obscene, or threatening language • Fighting is not permitted under any circumstances.
- Show respect for the property of others.

Each classroom teacher is to establish rules of conduct (classroom procedures) and the consequences for the failure to follow the rules for the student within the classroom

Teachers are encouraged to handle day-to-day discipline within the classroom and to contact parents regarding recurrent problems. If a student repeatedly disrupts class by unacceptable behavior and is not responding to correction of the student's behavior, there is a discipline cycle we follow for unacceptable behavior such as, but not limited to, the following:

- Defying authority
- Physical violence with intent to hurt, such as hitting, roughing, biting, throwing toys, etc.
- Use of abusive, profane, or disrespectful language or gestures.
- Destruction or defacing of property of preschool or students' property.
- Continuous disruptive behavior which interferes with the rights of others or interferes with the learning process.

## **DISCIPLINE CYCLE FOR UNACCEPTABLE BEHAVIOR**

### **STEP 1**

Students will be removed from the situation and the behavior will be discussed with the student. Depending on the offense, a time out may occur.

### **STEP 2**

Students will be placed in time-out for an appropriate time according to the child's age. The length of time out will be one minute per age. Depending on the circumstances of the offense, a parent may be contacted.

### **STEP 3**

If behavior is unchanged, the student will be brought to the director's office. If the problem continues, the parents will be notified to come immediately and pick up the child from the preschool.

### **STEP 4**

If we continue to have problems with behavior from students, the teacher, director, and the preschool committee will meet to discuss whether the student should continue to be enrolled in the preschool program.

Parents have the right to address the preschool committee before a final decision is made. The Preschool Committee has the final authority on all discipline decisions.

Georgia State Law states any punishment that is humiliating or frightening is not allowed. Examples of this are:

- Spanking, hitting, pinching or any form of corporal punishment.
- Delaying or denying food
- Threatening or humiliating language, verbal abuse
- Restricting movement or placing a child in a confined space such as a closet, locked room, or any type of confinement.
- We will not punish for any toilet issues.

### **MUTUALLY RESPECTED ENVIRONMENT**

Our preschool is a professional setting in which both teachers and parents are expected to be respectful. A kind and polite tone (by both teachers and parents) is expected in any type of communication. We are an example for our children.

If an issue arises, we ask the parents to set up an appointment with the teacher and/or the director to discuss the issue and to find a resolution to the issue. Parents are always welcome in our classrooms, but issues will not be discussed in front of the students.

Social media is not an acceptable place for problems to be shared. Any issues should be raised with the teacher or director. We cannot mediate situations if we are not aware of the problem. Taking issues to social media may result in removal of the child from preschool.

The preschool and/or the parent reserves the right to remove a student if an acceptable solution is not found.

## **MID-MORNING SNACK**

Each child will bring a nutritious snack and drink in a lunch box or paper bag. Food and fruit of nutritious value is preferred.

- Please put your child's name on the lunch box.
- Please do not send candy, glass bottles, or carbonated drinks.
- If you send fruit, such as apples or oranges, please peel the fruit at home. We do not have access knives at snack time.
- If your child's snack requires a spoon or a fork, parents will be responsible for providing the utensil.

**Our preschool is a nut free facility. Please do not send snacks that contain nuts.**

## **BACKPACKS**

A backpack is required by the preschool program. All notes, announcements, messages, etc. will be sent home in your child's communication folder that will be given to you at orientation. Please check your child's backpack daily.

Winter coats are stored in backpacks. Please choose a full-sized backpack that is large enough for your child's winter coat to fit inside.

## **NEWSLETTER**

A monthly newsletter will be sent home electronically. This newsletter will contain information about dates and times of events taking place during the month.

## **ELECTRONIC COMMUNICATION**

Our school uses electronic methods as a way of communication with parents. Additional information will be shared with parents at the beginning of the school year.

## **MESSAGES**

Messages for the preschool teachers may be delivered in writing, or you may call the church office, and your call will be redirected to the preschool voicemail system. Messages will be checked daily, and calls will be returned as soon as possible.

## **TRANSPORTATION**

The preschool does not furnish transportation to and from preschool.

## **TRANSPORTATION CHANGES**

All transportation changes (riding with a friend or a person who does not normally pick a child up) must be made in writing or by contacting the directors. Please do not tell your child's teacher at drop off about a transportation change. Please **do not** call or text teachers during the school day.

## **MEDICATION**

If your child needs medication during the school day, a medication form must be completed. Please contact your child's teacher for this form. We legally cannot give medication without the completed form.

**For the safety of all students, the medicine must be handed to the teacher at drop off. Please do not send medicines in book bags.**

## **FIELD TRIPS**

We will take several field trips this year. Information will be shared electronically and in our newsletters.

- Parents are required to attend field trips and transport their child.
- Some field trips require all teachers to attend and for that reason, we will not have preschool on the date of the trip.
- This information will be shared on our electronic communications.

## **FIELD TRIP BEHAVIOR**

All participants (teachers, parents, and students) are expected to show kind and respectful behavior on field trips. We are an example for our students, and we represent the FBC when we are on a church related field trip.

Please do not smoke or vape on field trips.

## **EMERGENCY PLANS**

Emergency plans are in place in case of severe weather, fire, power outage, and any other need for evacuation that may occur. A copy of this plan will be made available for review upon request.

## **EMERGENCY PROCEDURES**

- Evacuation plans are posted in our facilities. All teachers are trained on where to go in the event of a fire or a tornado. We practice monthly fire and tornado drills.

- Students will be taught what to do when they hear the emergency signal and go to the room exit.
- Teachers will take their class attendance sheet with them to the designated area and assure all students are accounted for.
- In the event of a fire, students evacuate from the back door, the back windows, or the playground. We meet in the CVS parking lot or the back parking lot of the church.
- In the event of severe weather, we meet by the elevator and assume the tornado position if needed.

### **Evacuation Plans for a bomb threat, gas leak or any other reason we would need to leave campus**

- If we had an event that caused us to leave campus, we would bus students to the Bremen Recreation Department gym.
- Church vehicles would be used in an emergency. All students would be moved to a safe place and classroom rosters would be used to assure all kids were evacuated. This would be used before leaving the church and upon arrival at the recreation center.
- All teachers have access to student's emergency numbers, and our electronic communication will be a quick way to contact all parents in the event of an emergency.

If school ever needs to close early, this information will be communicated by our church website, our church web page, and through phone calls. Each student will need at least one local person on their pick up list.

### **SPECIAL PICK-UP ARRANGEMENTS**

There are times when our church is requested for funerals. For us to respect the family of the deceased, we will make alternate arrangements for the classes that are picked up in the front of the church. Our alternative loading area is located behind the church. It is across from CVS Pharmacy.

### **DO NOT BRING**

Children should NOT bring guns, knives, or candy to school. Toys are only allowed on share days or special occasions. Birthday presents should not be brought to school and exchanged.

### **BIRTHDAY SNACKS**

- You may bring a snack for your child's class on his/her birthday.
- Please coordinate the time and date of this snack with your child's teacher.
- We ask for all snacks brought in by a parent to be store bought (due to allergies).
- We are not allowed to serve foods from a home bakery.

## **PARTY FOODS**

All party foods must be store bought. If you choose to use a specialty bakery, we must have a copy of their business license and health department score.

## **TOYS**

The children may bring items from home to share with other boys and girls, or to show them in a group period only on special days. The items that are not to be shared will be placed, by the child, in his/her locker. Please refrain from letting your child bring items of great value in case of an accident.

Play guns and knives will not be allowed. If a toy gun or knife is brought to preschool, the teacher will keep it until a parent picks it up.

## **PARTIES,**

- Parties will be held for fall celebration, Christmas, Valentines, Easter and at the end of the year.
- We ask all party food to be store bought (due to allergies).
- If you choose to use a specialty bakery, we must have a copy of their business license and health department score.

## **GRADUATION**

A graduation fee will be charged to each student in our four-year program to purchase the cap, gown, and diploma for the 4 year old preschool graduation.

## **WEBSITES**

To obtain information on upcoming preschool events, go to our church website: [fbcbremen.org](http://fbcbremen.org). To email our preschool director, please use the email address [weekdaypreschool@fbcbremen.org](mailto:weekdaypreschool@fbcbremen.org)

If you need to communicate with our preschool during school hours, please call our church at 770-537-2371. The preschool office phone number is 770-537-2372. If no one answers, please leave a voice mail and your call will be returned as soon as possible.

## **COVID GUIDELINES**

Our preschool will follow the guidelines set by Bright From the Start and the Department of Public Health. We will share information with parents as it is sent to us.

## **STUDENTS WITH SPECIAL NEEDS**

- Our preschool believes all children were made in God's image and are perfectly made.
- We serve as many students with special needs as we can and meet as many needs as we can.
- Parents and teachers will work together to allow us the best way to serve their child.
- If special services are needed, we will work to the best of our ability to provide the service.
- If we cannot meet your child's needs, we will work with local school systems to help parents research and find a school that can meet the needs of their child.

We look forward to a wonderful school year! Thank you for choosing First Baptist Church for your child's preschool experience!

